Copac Collection Management (CCM) Tools Sharing Experience Event

Library Case Studies: Sheffield

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1. Background

• CCM Tools Project
  • April 2011 to present
  • Sheffield’s focus on use of Tools for withdrawal of monographs

• CCM Tools Event July 2013
  • Sheffield case study
  • Findings
  • Recent developments

• Sheffield has tended to focus on use of Tools for withdrawal of monographs as short of shelf space, particularly in stores (secondary collections) from relegation of lesser used material from reading rooms (high demand and primary collections). ZnCG policy – 12,000+ items in, 12,000+ relegated and 12,000+ out each year.

• CCM Tools event July 2013
• Sheffield case study (Nov 2011-Jul 2012)
  • Hallamshire Hospital Library (HHL) Store and The Institute of Lifelong Learning (TILL) Store monographs. Over 6,000 items involved. Needed to weed the stores before interfiling the remaining items into the main secondary monograph collection as part of a configuration programme to make the library easier to use by reducing the number of sequences.
  • LMS used was Talis and a bespoke MIS to produce the lists for the Tools
  • Main criteria : HHL/TILL Store items, in stock status, zero loans.
  • Lists produced and run through the Tools.
  • 1165 items withdrawn, 29 linear metres of shelving freed

• Findings
  • CCM Tools quick and easy to use
  • Visualisation and exporting graph data useful
  • CCM Tools and Talis worked well
  • Deduplication issues

• Recent developments
  • Changed LMS from Talis to Alma in June 2013
  • CCM Tool interface developments
  • New workflow
New workflow

1. Use LMS to generate lists of potential items for withdrawal

2. Enter file of control numbers into CCM Tool

3. Visualisation of search results

4. Export graph data

5. Import data into LMS to generate lists for withdrawal of items from shelves
2. Use of CCM Tools for weeding collections

- Western Bank Library Level 2 secondary collections
  - Arch/GPL Store
  - CM Store
  - EASL Store
  - EDUC Store
  - HHL Store
  - TILL Store

Since the case study described have used the Tools in a similar way, but with the new workflow, with the following secondary collections for the same reasons i.e. to weed the collections before interfiling the remaining items into the main secondary monograph collection as part of a reconfiguration programme to make the library easier to use by reducing the number of sequences.

- Arch/GPL Store: Older, less well used items relegated from the Architecture Collection and old Geography and Planning Library. Subject focus on Architecture, Geography and planning.
- CM Store: Older, less well used items relegated from the old Crookesmoor Library. Law subject focus.
- EASL Store: Older, less well used items relegated from the Chinese, Japanese and Korean collections. East Asian focus.
- EDUC Store: Older, less well used items from an old Education Departmental Library. Education focus.
- HHL and TILL Stores already mentioned in the previous case study. These were re-submitted through the Tools.
Table 1: Western Bank Library Level 2 secondary collections and CCM Tool result comparisons

<table>
<thead>
<tr>
<th>Secondary collection</th>
<th>No. Items</th>
<th>No. 0 loans</th>
<th>% no loans</th>
<th>CCM3 7+</th>
<th>% of total</th>
<th>CCM3 8+</th>
<th>% of total</th>
<th>CCM3 9+</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH/GPL Store</td>
<td>20,126</td>
<td>9,239</td>
<td>46</td>
<td>2,308</td>
<td>11</td>
<td>1,758</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM Store</td>
<td>13,683</td>
<td>7,201</td>
<td>56</td>
<td>2,699</td>
<td>21</td>
<td>2,043</td>
<td>18</td>
<td>2,166</td>
<td>17</td>
</tr>
<tr>
<td>EAGL Store</td>
<td>5,207</td>
<td>8,918</td>
<td>93</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC Store</td>
<td>6,542</td>
<td>6,024</td>
<td>92</td>
<td>2,092</td>
<td>32</td>
<td>2,049</td>
<td>31</td>
<td>1,780</td>
<td>27</td>
</tr>
<tr>
<td>HHL Store</td>
<td>18,110</td>
<td>4,838</td>
<td>27</td>
<td>1,086</td>
<td>6</td>
<td>698</td>
<td>4</td>
<td>497</td>
<td>3</td>
</tr>
<tr>
<td>TILL Store</td>
<td>5,262</td>
<td>3,791</td>
<td>55</td>
<td>234</td>
<td>10</td>
<td>269</td>
<td>7</td>
<td>293</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>72,335</strong></td>
<td><strong>38,725</strong></td>
<td><strong>54</strong></td>
<td><strong>9,042</strong></td>
<td><strong>13</strong></td>
<td><strong>7,470</strong></td>
<td><strong>10</strong></td>
<td><strong>6,519</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Table showing Western Bank Library Level 2 secondary collections and the various results obtained when run through the Tools with different ‘number of collections/locations in which the items are held’ criteria.

Columns:
- Secondary collections:
- No. items
- No. zero loans
- % no loans of total number of items
- CCM3 7+ collections/locations
- % of original total of items
- CCM3 8+ collections/locations – this was the one chosen and used since at Sheffield
- % of original total of items
- CCM3 9+ collections/locations
- % of original total of items

Note variation between collections and totals
Note variation between % no loans and total number of items
Note variation between CCM Tool criteria.
Note Totals
3. Use of CCM Tools for comparing collections

- Fleure Store
  - Background
  - Relocation to Geographical Association/Institute of Education?
  - Use of CCM Tools to compare collections
  - Results

Background:
- Fleure Store about 10,000 items – geographical teaching bias – loaned to the University Library for safe keeping and use by University users including GA members. Named after Herbert John Fleure (1877-1969) former secretary of the Geographical Association.
- Not used greatly, shortage of space in WBL, particularly with the intended stock moves planned, GA building in Sheffield being refurbished and plans to house the collection in the new building. Meetings held and agreed that the collection would be relocated to the GA building by end of May 2014. Increasing costs and delays in the refurbishment led to the GA looking elsewhere for housing the material. The Institute of Education was a potential candidate. GA wanted to know how much of the Fleure Collection was duplicated in the IOE, as the duplicates would potentially be housed at the GA and others in the IOE.
- List of Fleure items run through the CCM Tools Jan 2014.
- Results can be seen in the following graph
This graph is copied from the visualisation results page of the CCM Tools for the Fleure Store items.

It shows the number of records by number of collections/locations in which each Fleure Store item is held.

Note there are only about 8600 items at Sheffield (compared with the 10,000 actual items) as there are a number of duplicates amongst the collection.

The number of copies also held at the Institute of Education is highlighted on the graph and was shown to be only 209, so the Fleure Store items would enhance the collection at the Institute of Education and only 209 items would need to held at the GA.

This information was fed back to the GA. In June 2014 the Fleure Store was relocated to the GA and negotiations are presently underway as to the exact nature of its future location, following the CCM Tools results.
4. Future use?

- New Copac database
  - Talis to Alma record identifiers
- New Content Strategy
  - “Use appropriate tools such as the Copac Collection Management Tools to make informed decisions about the retention, conservation, and disposal of print monographs.”
- Weeding other secondary collections
  - WBL B/BQ collections
  - SGL Store collection

New Copac database developed since the previous case studies were carried out. At present Sheffield’s records still have Talis identifiers, but it is hoped that the new Alma record identifiers will be used in the near future.

New content strategy being developed. Show copy.
Clause in the document mentions the CCM Tools

Weeding other secondary collections required as more space will be required following further print accessions in the future and the closure of a major site library in 2015, with the relocation and assimilation of its collections (50-100,000 volumes) into the Western Bank Library)
This table shows all of the University Library secondary collections of monographs and the various results obtained when run through the Tools with different ‘number of collections/locations in which the items are held’ criteria.

Note the WBL Level 2 stores mentioned previously.

Note the SGL Portobello Store which is a secondary collection of items relegated from the SGL primary collection, housed in a building close but separate from SGL.

Note the large WBL B collections which contain older and less well used items relegated from the WBL primary collections (and including now items interfiled from the WBL L2 stores mentioned previously).

Note large numbers involved and potential for future withdrawals and ability to achieve ZnCG in future.
Comparing other collections:

- Great potential for this. Largely focused on use of Tools for withdrawal of monographs and used in Procurement and Content Team of Library to date. Could be used by other teams within the Library, particularly Learning and Research Services, Special Collections and Marketing and Communications.

Other uses?

- Collection profiling
- Supporting decisions in conservation and digitisation.
- A detailed consideration of unique and rare items.
- Assessment of collections in non-Roman scripts.
- Developing collection management procedures which allow the uniqueness of material to be taken into account and thereby make the process more acceptable to academics.
- Supporting collaborative projects and bidding for funding in the context of specialist collections.